

TRAINING OFFICER I

(Competitive Class)

GENERAL STATEMENT OF DUTIES

This class comprises specialized positions in the training division of fire department operations. Employees of this class write lesson plans to be used by the training division or by company officers in station training, teach classes in all phases of fire department activity, and attend classes or study new materials to keep up with changes in fire service operations so that these may be included in training activities. Positions of this class are basically non-supervisory in nature, however, instructors must supervise any department employees during training sessions being led by the training division. Fire instructors are responsible to and this class ranks directly below that of Training Officer II.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Conducts a twelve-week training program for all new employees hired for the fire suppression division of the department, including basic skills such as rolling and connecting hose, handling hose streams, repelling, ladder work, ventilation, forcible entry; conducts physical fitness training.

Conducts training sessions in basic or advanced firefighting skills including driver training and pump operation at the drill field or at stations for all fire suppression personnel.

Conducts classroom training in areas such as hose construction, chemistry of fire, apparatus, streams, water systems, pumps, ventilation, forcible entry, basic hydraulics for all fire suppression personnel.

Writes lesson plans for all subject matter included in the training program; prepares, administers, and grades training tests; assists in planning the overall training program for the department, making decisions concerning what areas need to be covered in the training program, how this should be accomplished, etc.

Goes to working fires and makes notes on problem areas in fire suppression which need to be covered during training.

Keeps records of training activities as assigned.

Attends training conferences and schools to keep informed on modern fire department methods for inclusion in training programs; conducts research of technical data, including local fire reports, statistics, bulletins, and specifications for the purpose on integrating such material into the training program; prepares training material to be used in the program.

Assists in performing duties such as: ordering and keeping records of all supplies used in the training program; maintaining a library of training materials for all officers and employees of the department; setting up training schedules.

Performs other class related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before application closing date.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After conditional offer of employment, but prior to beginning work in this class, must participate in and successfully complete and pass, at the designated time and place, a drug test and medical examinations which directly correlate to essential job duties of the position, with or without accommodation. Such tests and examinations shall be prepared and administered under the direction of the Appointing Authority and Jefferson Parish Government.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must not be less than eighteen (18) years of age.

Must possess a valid driver's license.

Must have at least three (3) years experience in fire fighting.

Before confirmation must become a Louisiana State certified Fire Training Instructor.

JF	12-15-80
Rev	04-06-81
	08-20-82
	12-10-87
	12-01-94
	02-22-00
	12-12-06